

# PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

## BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on March 19, 2015, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

Present: Larry Mours, Brad Muller, David Konrath, Eric Dunning, David Lasee, Joe Gabe, Ed Janke, Mike Niefert, Todd Delain

Item #1. Adoption of Agenda.

Motion was made by Muller and seconded by Dunning to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Previous Meeting.

Motion was made by Dunning and seconded by Lasee to approve the minutes of the meeting from December 18, 2015. **Motion carried.**

Item #3. Report of Monthly Activities of the Fire Investigation Unit.

Gabe reported that the Fire Investigation Unit was called out to the following fires since the last meeting:

12-25-14 710 Bay Beach Rd., Green Bay  
12-26-14 1434 E. Mason St., Green Bay  
02-15-15 3473 Miners Way, Lawrence  
03-09-15 3510 Stream Rd., Suamico  
03-15-15 3517 French Rd., Lawrence

Gabe reported that there have been some issues at the last few fires.

Item #4. Report of General Membership President.

Gabe stated he mentioned to members that Delain would like to have a Brown County Sheriff's Office FIT member at fires that occur in the jurisdiction of the Sheriff's Office. Gabe also told members that there have been issues with reports at the last few fires. Gabe also notified members that insurance companies are unhappy with heavy equipment flattening buildings before they get out there to take a look and that they will come after us if it happens again.

Gabe reported that there were issues with Dan Kerkhoff at the recent French Road fire. After discussion, it was agreed by the Board that those on scene should record details about what happened and file them with the Board of Directors, and then the Board will talk to Kerkhoff's fire chief.

Gabe also reported that intern Matt Maleport has resigned from the Task Force.

Item #5. Financial Report.

Delain reported there was \$736 left in the budget at the end of 2014 and some lighting and a tablet were then purchased. In the first quarter of 2015, \$1,343.30 was spent.

Delain reported that the safety house account is currently at Chase Bank in a money market checking account which incurs a monthly fee and that there is minimal oversight of these funds. He stated that Barb Peters researched this and suggested that this account be added to the Brown County family of accounts so that it won't incur service fees and will earn better interest. She would reconcile the monthly bank statements with accountant Don Hein and the account would be subject to an annual outside audit. This will make the account transparent. The account is named "Brown County Fire Safety Association". It was suggested that two signatures should be needed for this account to be able to make purchases. Motion was made by Janke and seconded by Muller to move the finances of the safety house to the Brown County family of accounts.

**Motion carried.**

Delain stated that since General Membership dues have been eliminated, which went towards snacks after meetings, any remaining balance can be used up by the General Membership for snacks over the next meetings until the funds are exhausted. Delain stated there is no need now for a Treasurer on the General Membership as Peters will now be handling the safety house account and there are no more dues. Motion made by Muller and seconded by Delain to eliminate the General Membership Treasurer position and the annual dues from the bylaws.

**Motion carried.**

Item #6. Old Business.

A. Disposition of Case Proceedings.

No case proceedings to discuss.

B. Status on written procedure for chiefs in other counties if they want mutual aid from the Task Force.

Delain passed out a draft entitled *Requests for Mutual Aid from Agencies Operating Outside of Brown County* which will be sent out to all Brown County and surrounding county fire chiefs and surrounding county sheriff, which states,

"If a fire department is operating outside Brown County, that fire chief should contact the Sheriff's Office in that jurisdiction. That Sheriff's Office would then send a teletype to the Brown County Public Safety Communication Center, requesting mutual aid assistance from the Brown County Fire Investigation Task Force. The requesting Sheriff's Office shall be responsible for reimbursement of cost associated with the mutual aid request."

Item #7. New Business.

A. Review applications for BCFITF investigative intern positions.

Applications were received from Luke Vannoie, Christopher Brodbeck, James Weeks, Jeffrey Krall, Craig Pakkala, Ronald Vandebusch and Tyler Jonet. After reviewing the applications, the Board approved the following individuals as interns on the Task Force:

Motion made by Dunning and seconded by Delain to approve Weeks as an intern. **Motion carried.**

Motion made by Delain and seconded by Muller to approve Krall as an intern. **Motion carried.**

Motion made by Delain and seconded by Dunning to approve Pakkala as an intern. **Motion carried.**

Motion made by Muller and seconded by Mours to approve Vandebusch as an intern. **Motion carried.**

Motion made by Janke and seconded by Delain to approve Jonet as an intern. **Motion carried.**

It was noted that on March 15, 2012, a motion was passed by the Board to conduct an annual criminal background check on FIT members to ensure that nothing would impede their ability to be a fire investigator or intern. This had not yet been added to the bylaws or application process. Motion was made by Lasee and seconded by Delain to add a bullet point to the application asking if the applicant has been convicted of any crime. **Motion carried.**

Gabe will remain as the General Membership President/Coordinator on the Task Force until the fall meeting/election of officers. He will be resigning due to his workload at the fire department.

Delain presented the addition of a FIT Administrator for the Task Force. He stated that after discussion he had with other members, they felt it would be important for the Task Force to have an administrator, who is not a member of the Board of Directors, to oversee paperwork and training. He passed out a draft of the functions and duties of the FIT Administrator position and the appointment thereof as well as an addition to the functions and duties of the FIT Coordinator regarding his/her role with the FIT Administrator, to be added to the bylaws. It was suggested that another paragraph be added to the FIT Administrator functions and duties to state, "He/she may attend the quarterly General Membership meetings." Motion was made by Delain and seconded by Janke to approve the changes to the bylaws, and if no concerns, they will be approved. **Motion carried.**

It was suggested adding an introduction to the bylaws explaining the history of the Task Force. Also, Janke will draft values to be added to the bylaws.

Motion was made by Janke and seconded by Muller to have two signatories for the Brown County fire safety house account, being the FIT Administrator and the FIT Chairperson of the Board of Directors. **Motion carried.**

Motion was made by Delain and seconded by Muller to appoint Captain Dave Konrath of the Brown County Sheriff's Office as the Administrator of the Task Force. **Motion carried.**

Item #8. Report of Juvenile Firesetter Program Coordinator.

Gabe reported that there has been one JFS case since last meeting.

Item #9. Other Matters.

A. Discussion on reinstatement of safety house 501(c)(3).

This will be put on next meeting's agenda along with discussion of new vehicle.

Mours is resigning from the Task Force due to his retirement. There is now a vacancy for Vice-Chairperson. This will be put on the next meeting's agenda. Mours was thanked for his service on the Task Force. It was mentioned that Glenn Deviley may be interested in this position as he is now working in the insurance industry. Gabe will talk to him.

Item #10. Set Date, Time, and Location of Next Meeting.

The next meeting was set for June 18, 2015, at 9:00 a.m., at the Brown County Sheriff's Office.

Item #11. Adjourn.

Motion was made by Delain and seconded by Mours to adjourn the meeting. **Motion carried.**

Respectfully submitted,

Marsha Laurent  
Recording Secretary